

Worksession

Agenda Item #	9
Meeting Date	October 23, 2006
Prepared By	Barbara B. Matthews City Manager
Approved By	

Discussion Item	City Manager's Quarterly Update
Background	<p>The City Manager has historically provided the City Council with periodic financial reports during the fiscal year, as well as a review of City programs and activities.</p> <p>As part of the City Manager's quarterly update, the City Manager will provide a status report on the implementation plans for the Council policy priority areas. Finalized in March 2006, these areas include:</p> <ul style="list-style-type: none"> • Affordable housing • Community Center • Development in various areas of the City • Redevelopment of the New Hampshire Avenue corridor • Tax duplication <p>As part of her quarterly report, the City Manager will provide a status report on the implementation plans for each priority area.</p>
Policy	<p>The City Council is the policymaking making body for the City of Takoma Park and establishes work priorities for the staff.</p> <p>The City Manager provides the City Council with updates on the City's financial condition and staff activities to assist the City Council in the performance of its duties.</p>
Fiscal Impact	None
Attachments	<p>Quarterly Report of Activities and Programs</p> <p>General Fund Financial Report for the First Quarter of FY07</p> <p>Update on Council Priorities</p>
Recommendation	For Discussion Only
Special Consideration	

**CITY MANAGER'S
QUARTERLY UPDATE
JULY 1, 2006 – SEPTEMBER 30, 2006**

Community Outreach by City Manager

- Participated in the Independence Day Celebration Parade.
- Met with Erwin Mack, Executive Director of the Takoma/Langley Crossroads Development Authority to discuss issues of mutual concern.
- Attended National Night Out Against Crime activities on August 1st. Visited events on Maple Avenue and New Hampshire Avenue, and in Old Town.
- Met with newly appointed Park and Planning Chair Royce Hansen to discuss the New Hampshire Avenue corridor revitalization.
- Met with Fourth District Commander Hilton Burton as well as interested residents to discuss the Safe Takoma initiative.

Administration

- Departmental staff reviewed the responses received in response to the City's Request for Proposals for the gym feasibility study. The City Council awarded a contract to ANCL Architects in July. During the remainder of the quarter, various staff members and the Community Center Liaison Committee met with the consultant to provide background material and answer questions.
- Considerable staff resources were devoted to analyzing the revised plan for the Takoma Metro development and preparation for the WMATA Board Compact Hearing.
- The annual audit of the City's general purpose financial statements got underway. Clifton Gunderson, LLP conducted fieldwork during the month of September.
- The recruitment process for the position of Chief of Police got underway. The City Council approved the City Manager's recommendation to retain The Mercer Group to provide executive search services. Mr. Mercer interviewed elected officials, staff, and community members in mid-August to obtain input in preparing the candidate profile. City Manager Barb Matthews met with departmental employees to hear their thoughts and comments on qualities desired in the new Chief.
- In conjunction with the planning staff, Community and Government Liaison Suzanne Ludlow reviewed the proposed DC Comprehensive Plan. Staff prepared a resolution commenting on the draft Plan; the City Council adopted the resolution on July 31st.
- Departmental staff finalized coordination of the Maple Avenue Parking Study. The consultant presented the report to the City Council on July 24th.
- Departmental staff presented its recommendations concerning the TASDI recommendations concerning parks and recreation in early September. MML intern Elizabeth Vonhof presented her research regarding park maintenance costs at that time.
- Negotiations with AFSCME on a new contract continued.

- In September, City Manager Barb Matthews and Community and Government Liaison Suzanne Ludlow attended the annual International City/County Management Association Conference in San Antonio.
- The Police Retirement Committee held its quarterly meeting on September 7th.
- In September, Information Systems Director Abel Castillo presented a new telephone service contract to the City Council for its consideration. The proposal, which was accepted by the Council, will result in annual savings of approximately \$18,000.
- The first meeting of the Health Services Impact Committee was held on September 20th. Venita George is serving as the staff liaison to the Committee.
- The City Clerk's Office, with the assistance of Community and Government Liaison Suzanne Ludlow, coordinated a daylong introduction to municipal government for a summer program of Blair High School. The students visited Takoma Park on August 15th.

Communications

- Events covered by City TV included the Independence Day Period, the Takoma Voice District 20 State Senate candidates' forum, the Congressional Hearing on gang activity, and the Takoma Park Folk Festival.
- City TV received two awards in the 2006 Hometown Video Festival sponsored by the Alliance for Community Media. One was received for Overall Excellence in Government Access while the other was awarded for the COP segment titled "Going to the Dogs." City TV also received special recognition from the NATOA Government Programming Awards, receiving honorable mention for the City's website www.takomaparkmd.gov/cable.
- Snapshots segments introduced the City's newest police officers and spotlighted offerings of the Computer Learning Center. Segments also included the annual Police Department Awards Ceremony, the event to celebrate Lee Jordan's induction into the Montgomery County Human Rights Hall of Fame, City TV's award for Overall Excellence in Government Access, the Grand Opening of Phase Two of the Community Center, and the visit of Central American Mayors to Takoma Park. Viewers could also enjoy highlights of the Takoma Jazz Fest and the Independence Day Parade, as well as an art exhibit at the Community Center.
- The August edition of the City Newsletter contained an informational flyer developed by staff and members of the Emergency Preparedness Committee and the Public Safety Citizens Advisory Committee. The flyer, printed in English and Spanish, provided a checklist for emergency events.
- In September, Verizon reached a tentative agreement with the Montgomery County Executive Branch on a cable franchise agreement. Staff worked with legal counsel, the County Cable Office, and other municipalities to review the proposed agreement.

Housing and Community Development

- Thirty-seven annual rental housing licenses were issued. Biennial licenses were issued for six single-family residences. Seventy rental housing license applications were denied for failure to comply with the licensing requirements; Code Enforcement staff is working with the landlords to obtain compliance.

- Eight violation notices were written for illegal rental facilities.
- A total of 37 rental units in 22 rental facilities were discontinued. The rental facilities discontinuing their respective license included 17 single-family residences or accessory apartments, one two-unit rental facility, one three-unit facility, one four-unit facility, and two six-unit facilities. Six new annual licenses were issued for single-family residences now available for rent.
- The Code Enforcement Division initiated an inventory of the condition of properties in the community in furtherance of the City's vacant and neglected properties effort. Approximately 1,200 properties were inventoried. The information collected during this phase of the program's development will be used to determine what properties will require further intervention on the part of the City to address ongoing concerns regarding their condition or use.
- The department sponsored the first Spanish "First Time Home Buyers Seminar," which was conducted by the Latino Economic Development Corporation. The seminar was held on September 16th.
- Departmental staff assisted the County Landlord-Tenant Office in conducting a training session for senior and disabled tenants at Hampshire Towers. The purpose of the session was to help tenants understand their rights under the State and County's Condominium Conversion laws. Staff explained in detail how "designated family" status can be obtained, thereby giving seniors and disabled persons a lifetime tenancy.
- The Landlord-Tenant staff conducted a survey of Takoma Park landlords, collecting information on the type of utilities used in their respective rental facility and data on payment responsibility. Individual landlords were contacted by phone when the information was incomplete or did not correspond with past rent reports.
- The department distributed 2006 rent reports to local landlords subject to the requirements of the City's rent stabilization ordinance and initiated annual compliance review. The report, which covers the 12-month period between July 1, 2005 and June 30, 2006, was due September 30th.
- Departmental staff coordinated the solicitation and review of applications for the PY33 Community Development Block Grant (CDBG) program. Proposals for the use of available capital improvement funds were developed.
- Housing and Community Development Director Sara Daines facilitated three art exhibits and two poetry readings at the Community Center in support of the Arts and Humanities Commission. Additional AHC activities included the assembly and staffing of informational booths at the Folk Festival and the Street Festival, and the development and distribution of calls for submissions for the 2007 poetry series and the December 16th art show and studio tour.
- In partnership with the Main Street Takoma Economic Restructuring and Design Committees, the planning staff developed, promoted, and implemented the following projects: analysis of short- and long-term parking options in Old Takoma, the Adopt-A-Tree program, and the Facade Improvement Program.
- Departmental staff coordinated two workshops for representatives of elementary and middle schools and PTA organizations in and around Takoma Park to discuss the possibility of applying for a grant to develop an inter-school Safe Routes to School Program. Staff has begun to develop an application for funding in support of the projects identified during the workshops and subsequent discussions with various stakeholders. The application is due November 1st.

- The planning staff proposed revising the 2004 Community Legacy loan agreement to allow for completion of planned streetscape and intersection improvements along Carroll Avenue and for the enhancement of existing off-street parking options. Upon receiving direction from the Council to move forward with the proposal, staff developed and issued a Request for Bids package for construction of the Carroll Avenue improvements.
- City staff, working in partnership with the Montgomery County Conservation Corps, completed construction of the approved fence and retaining wall as part of the second phase of the Metropolitan Branch Trail project. Installation of numerous trees and major landscaping plantings was also accomplished. Minor improvements to gardens along the trail and the installation of additional enhancements are scheduled to occur in the spring of 2007.
- Departmental staff coordinated the installation of state-of-the-art rotating bus schedule and map holders at ten high ridership bus locations in the City. These efforts are part of a pilot program in conjunction with Ride-On to encourage greater use of public transportation. Bike racks were also installed throughout the community. The Safe Roadways Committee recommended both projects.

Library

- In early August, Ivy Barkakati and Moises Blanco joined the Computer Learning Center staff as part-time instructional assistants. Ivy, who works evenings, has a degree from the University of Maryland in English and film studies and works at the Sackler Gallery during the daytime. She has extensive computer experience with Mac and Linux computers. Moises Blanco, who works weekends, is a technical support staff person and trainer for a local non-profit during the week. His background is in Windows, and he speaks fluent Spanish.
- Phil Shapiro reports that high utilization of the Computer Learning Center continues. According to Mr. Shapiro, "Middle school students are developing skills at saving graphics from the web and adding their own speech bubbles for cartoon characters, combining skill at manipulating computer graphics with the literary skill of putting words into the mouths of cartoon characters they admire. The students are using Open Office software on our computers." He also reports that, almost every day, we see parents visit Room A with their children, working on school reports together with technical assistance from computer center staff.
- In July, the Library acquired 36 new CDs of international dance music, adding to its unique and growing collection of Third World music. This year's acquisitions highlight African and Caribbean music, specifically from Senegal, the Congos, Guinea, Cameroon, Mali, Eritrea, Kenya, and Cuba.
- "Come Share Our Campfire!," a special Summer Quest Program for families held on July 18th, was the first public program presented by new Children's Coordinator Karen MacPherson.
- The end of Summer Quest celebration was held on September 11th and featured book sharing, crafts, and a raffle of the Library's 'giant bear' (formerly of Chuck and Dave's). Thirty-five children and parents attended.
- During the Summer Quest Program, about 40 children read a total of 343 books. The highest number read by one child was 46.
- Children's Coordinator Karen MacPherson surveyed young teens (mostly middle schoolers) about their reading habits and preferences from August 28th to September 13th. Out of 35 respondents, most kids preferred mysteries, magazines, humor, romance, fantasy, and series books. Art books were rated the least favorite. Their favorite magazines were Teen People, WWE Smackdown, Blackgirl, and ESPN.

- Since she joined the City staff, Children's Coordinator Karen MacPherson has been working to promote young adult reading by giving away advance readers' copies of new books to which she has access as a journalist but which cannot be sold. This is one of a series of measures designed to attract more young adult readers.
- In September, Ms. MacPherson attended the Association of Library Service to Children Institute in Philadelphia. The Institute provides practical hands-on advice and suggestions for children's programming at libraries. Workshops included "Dia de los Ninos/Dia de los Libros" (an American Library Association event planned for Spring 2007), programs targeting children ages kindergarten through fourth grade, and how to inject early literacy concepts into programming for youngest readers.
- The Library's semi-annual user survey was conducted in June. Out of 168 respondents, 83.9% rated Library staff as "excellent" on courtesy, 81.2% rated staff as "excellent" on efficiency, and 82.0% rated employees as "excellent" on service.

Police

- Cindy Creamer, Chief of Police, since July 2002, retired after 30 years of service to the Takoma Park Police Department. The City Council recognized her contributions by adoption of a resolution on July 31st.
- The annual Crossing Guard in-service training session was held in late August.
- Planning and development of the in-service training program for all police officers took place. This year, there will be two days of training. The October session will cover the use of force and secondary weapons re-qualifications, which is a requirement every two years. The November session will address a number of topics, including legal updates, cash and vehicle seizure procedures, DUI enforcement procedures, and accreditation and policy updates. Firearms training and qualifications will also be held during the month of November.
- Efforts to fill all departmental position vacancies continued. Officer Walter Smith was hired in August. Background investigations of several certified and non-certified candidates were substantially completed.
- Work on the following projects is progressing: Montgomery County PSCS Mobile Data Computer conversions, Crime Mapping GIS project, the Safe Takoma initiative, and an internet-based directives management system. This last project will allow the agency to maintain directives in a manner easily accessed from any location with internet access and can generate and track testing to ensure employee understanding of policy updates.
- The Criminal Investigations Division investigated a homicide that occurred on University Boulevard on September 1st. The case was closed with the arrest of a suspect on the scene by responding patrol units and Montgomery County Police working cooperatively. A second suspect was arrested a week later in Northern Virginia following extensive investigative efforts by division staff.
- The department continued to place a high priority on traffic enforcement and pedestrian safety. During the quarter, there were 1,012 traffic stops, up from 621 in the same quarter last year. Of these, 825 were cleared after the officer issued some type of citation, compared to 504 in the same quarter in 2005. The majority of the stops took place on major roadways, including New Hampshire Avenue (312), Maple Avenue (171), Philadelphia Avenue (99), Carroll Avenue (84), Piney Branch Road (80), Flower Avenue (58), and University Boulevard (54).
- Activities of the Community Oriented Policing (COP) Team included the following:

- ❑ Sergeant Gilbert worked with student-athletes at Blair High School, four days a week during the months of August and September.
- ❑ Team members spoke to the National Active and Retired Federal Employees on identity theft.
- ❑ Corporal Smith assisted in back-to-school activities, including traffic direction. She also provided assistance with the Takoma Park Middle School's environmental education trip. Traffic enforcement was conducted related to school traffic.
- ❑ The team took some of our seniors to the MVA to obtain identification cards.
- ❑ The COP Team participated in the Takoma Park Folk Festival and Maple Avenue Cultural Fair.
- ❑ Team members assisted in organizing National Night Out events in cooperation with citizen groups on all three sectors.
- ❑ Sergeant Gilbert and Nuisance Abatement Officer Rudy Rice presented refresher training to officers on the use of the decibel meter for noise complaints.
- ❑ Corporal Smith distributed water and educational materials regarding hydration during an August heat wave.
- ❑ Team members attended a number of community and committee meetings, including the following: CSAFE HEAT Team and joint roll calls, the Pedestrian Safety Committee, the Montgomery County Safety Highways group, Safe Takoma organizing, Old Takoma Business Association, the Takoma/Langley Crossroads Development Authority, and the Enterprise Business Association.
- ❑ Corporal Smith worked with the Criminal Investigation and Patrol Divisions in a sweep coordinated with the Recording Industry Association of America related to pirated and fraudulent CD recordings.
- Departmental staff, in conjunction with community members, organized three successful National Night Out Against Crime events on August 1st. More than a hundred residents came together to enjoy refreshments and music at both the Maple Avenue and New Hampshire Avenue events; crime prevention information was distributed to those in attendance. The COP team worked with the Maple Avenue Resident Managers group on the W Sector event; area residents, including Councilmember and Mrs. Seamens, provided substantial assistance. The Maryland International Corridor CSAFE Initiative, with substantial contributions by businesses in that area, spearheaded the New Hampshire Avenue event in X Sector. The event held in Old Town was a smaller but effective event, with WACO Citizen Patrol members providing information to pedestrians in that busy location; Summer Delight offered ice cream at a discounted rate to event participants.

Public Works

- Concrete replacement was completed on two sections of the New Hampshire Avenue service road (Prince George's to Belford and Auburn to Larch) and Winchester Avenue. Work on Willow Avenue got underway.
- Departmental staff provided support for a number of community events, including the Takoma Park Folk Festival, the National Night Out Against Crime, the Maple Avenue Cultural Fair, and the Touch-A-Truck event.

- Renovations to 7133 Carroll Avenue were completed during the quarter.
- A community meeting regarding the traffic calming proposal for Glenside and Wildwood Avenues was held on September 21st.
- Speed bumps were installed on Woodland Avenue and Conway Avenue.
- Director of Public Works Daryl Braithwaite attended the International Council For Local Environmental Initiatives (ICLEI) conference in Chicago in mid-July.
- Orders were placed for replacement vehicles and equipment. Items being purchased include a dump truck, a pick-up, a leaf vacuum, and loader. All items are expected to arrive during the next quarter.

Recreation

- This quarter marked the first time that the entire Community Center was open to the public. The Recreation staff implemented new operating hours and operating procedures on an experimental basis in an attempt to attract the most visitors within allocated staffing levels. Day camps utilized the entire building; sports activities were held in the Piney Branch Elementary School gym. Classes, programs, and meetings occupied a majority of the space during the week. Teen room membership was up to 52. Game room memberships totaled 170.
- Three different summer camps operated successfully for seven weeks. The day camp at the Takoma Park Recreation Center attracted over 30 children every day from the Hampshire Towers complex. Over 200 camp slots were filled in the Creative Adventures Camp, held for the first time in the Community Center. The teens showed up in full force to the Extreme Horizons trip camp, which involved 13 children (grades 6 through 8) each week.
- The Afternoon Addition, an after school enrichment program, was filled to capacity during the first week of school. With 65 children enrolled, the Community Center is a hub of activity in the late afternoon hours. The art room and classrooms are used for break out activities. The Takoma Park Elementary School gym will be used during the winter months for activities.
- The new Morning Addition program, designed for parents who need early drop off before school, has attracted 15 participants. The number is likely to grow as the school year progresses.
- Departmental employees have organized several trips for Takoma Park teens to the following institutions: University of Delaware, Delaware State, Bowie State, Morgan State, and Coppin State. Participants received tours of each facility, met with current students, discussed academic goals, and sat in on a few classes.
- The new 15-passenger, handicapped accessible van/bus was ordered. It should be delivered by the end of the year.
- The third annual Touch-a-Truck event attracted large numbers of young children and their parents. Staff used the opportunity to promote upcoming tot programs in the Community Center and at Heffner. The Public Works and Recreation Departments worked together to make this program a hit.

CITY OF TAKOMA PARK
GENERAL FUND
FINANCIAL REPORT
FOR THE THREE MONTHS
ENDED SEPTEMBER 30, 2006

EXECUTIVE SUMMARY

The General Fund supports the day-to-day activities of the City, such as police protection, street and park maintenance, and general administrative functions. The General Fund's activities are supported primarily from two sources: taxes and utility fees and intergovernmental revenues.

Certain General Fund revenues are cyclical in nature. For example, property tax receipts and tax duplication payments are received during a certain period of time during the year. Other revenue sources are received on a monthly basis and, as a result, are more evenly distributed throughout the fiscal year.

The largest single source of revenue for the City's general operations is real property taxes. Total collections as of September 30, 2006 totaled \$420,661, a decrease of \$78,708 from the prior year. The variance is likely attributable to timing differences in the receipt of monies between the two fiscal years.

Timing differences also account for the variance in several other major revenue sources. These include highway user revenues, and police protection (state) revenues. Payments for all these sources were received shortly after the end of the quarter and posted during the month of October.

Receipts from income taxes as of September 30, 2006 totaled \$79,150, a decrease of approximately \$71,000 from the prior year. The reason for the variance is undetermined; however, staff does not believe there is any cause for concern at this juncture.

Revenues from recreation programs and services were up by \$29,392 compared to the same period in FY06. The variance is attributable to the increased program offerings available at the fully operational Community Center.

Like General Fund revenues, not all fund expenditures occur evenly throughout the fiscal year. For example, contributions to the City's two pension plans are made in December. This can result in "peaks" in expenditures at certain times during the fiscal year.

General Fund expenditures as of the close of the first quarter totaled \$3,287,782 compared to \$3,788,533 in FY06. The majority of the variance is attributable to capital outlay and expenditures for the Police and Public Works Departments.

Capital expenditures as of September 30, 2006 totaled \$69,021 compared to \$620,470 in the prior year. The variance is attributable to the significant street work undertaken in FY06 as well as the purchase of a trash truck.

Overall Police Department expenditures for the first quarter were down by approximately \$104,000 compared to the same period in FY06. Personnel-related expenditures for the Operations Division account for most of the difference.

Expenditures for the Public Works Department were greater than those in the prior year. Electric costs account for the increase in the Building Maintenance Division while gasoline costs resulted in higher expenditures for the Equipment Maintenance Division. The variance for the Right-of-Way Division is due to increased inventory expenditures. Tree maintenance costs for the Urban Forest Division were significantly higher for the first quarter of FY07 compared to the prior year; these expenditures provide for such activities as tree planting, pruning, and removals.

Another significant variance occurred in non-departmental expenditures. The variance of approximately \$50,000 was primarily due to higher insurance costs in the current fiscal year.

**GENERAL FUND REVENUES
FOR THE THREE MONTHS ENDED
SEPTEMBER 30, 2006**

REVENUES BY SOURCE:	Budgeted FY 2007	Actual To Date	Uncollected Revenue	% Collected	Prior Year Actual To Date	Change from Prior Year
<u>Taxes and Utility Fees</u>						
Real Property	8,057,270	420,661	7,636,609	5.22%	499,369	(78,708)
Personal Property	320,000	629	319,371	0.20%	12,511	(11,882)
RR and Public Utilities	170,000	0	170,000	0.00%	0	0
Penalties and Interest	32,000	8,034	23,966	25.11%	3,208	4,826
Admission and Amusement	100	0	100	0.00%	0	0
Additions and Abatements	0	(1,416)	1,416	n/a	(3,697)	2,281
Highway	648,422	20,101	628,321	3.10%	90,887	(70,786)
Income Tax	1,672,000	79,150	1,592,850	4.73%	138,160	(59,010)
Total--Taxes and Utility Fees	10,899,792	527,159	10,372,633	4.84%	740,438	(213,279)
Licenses and Permits	56,754	63,409	(6,655)	111.73%	37,468	25,941
Fines and Forfeitures	178,000	54,122	123,878	30.41%	60,306	(6,184)
Use of Money and Property	111,000	58,403	52,597	52.62%	41,310	17,093
<u>Charges for Services</u>						
Inspection Fees	278,600	1,848	276,752	0.66%	0	1,848
Donations	1,000	20	980	2.00%	100	(80)
Public Parking Facilities	45,000	5,307	39,693	11.79%	7,141	(1,834)
Waste Collection & Disposal Charges	73,000	383	72,617	0.52%	(422)	805
Recreation Programs and Services	252,000	84,212	167,788	33.42%	54,820	29,392
Library Fines and Fees	12,000	3,023		25.19%	3,374	(351)
Total--Charges for Services	661,600	94,793	557,830	14.33%	65,013	29,780
<u>Intergovernmental Revenues</u>						
Police Protection (State)	411,674	103,157	308,517	25.06%	0	103,157
Bank Share Tax	5,643	0	5,643	0.00%	0	0
Library Aid	103,620	0	103,620	0.00%	0	0
Police Rebate	564,669	0	564,669	0.00%	0	0
In Lieu of Police	2,322,023	2,322,023	0	100.00%	2,322,023	0
In Lieu of Roads Maintenance	442,624	442,624	0	100.00%	430,079	12,545
In Lieu of Parks Maintenance	77,229	72,229	0	93.53%	71,670	559
In Lieu of Crossing Guard	163,193	163,193	0	100.00%	130,435	32,758
Takoma/Langley Rec. Agreement	100,000	0	100,000	0.00%	0	0
Hotel Motel Tax	75,000	8,169	66,831	10.89%	8,462	(293)
Cable Franchise Fees	150,971	521	150,450	0.35%	40,819	(40,298)
Cable--Operating	62,000	0	62,000	0.00%	0	0
Total--Intergovernmental Revenues	4,478,646	3,111,916	1,361,730	69.48%	3,003,488	108,428
<u>Miscellaneous</u>						
Advertising--Bus Shelters	6,000	5,473	527	91.22%	0	5,473
Farmer's Market	3,000	0	3,000	0.00%	0	0
Other	25,000	5,377	19,623	21.51%	4,819	558
Telephone Commissions	300	0	300	0.00%	173	(173)
Recyclable Sales	7,000	3,282	3,718	46.89%	2,254	1,028
Insurance Claims	2,000	3,023	(1,023)	151.15%	0	3,023
Mulch Sales	12,000	3,635	8,365	30.29%	1,685	1,950
Passport Services	30,000	6,882	23,118	22.94%	6,250	632
Takoma Langley Crossroads	0	0	0	n/a	0	0
Special Trash Pickup	8,000	2,690	5,310	33.63%	2,601	89
Sales Tax	0	0	0	n/a	13	(13)
WSSC	0	0	0	n/a	0	0
WAH Administration Fee	0	0	0	n/a	0	0
Day Laborer Site	30,000	0	30,000	0.00%	0	0
Sale of City Property	0	6,450	(6,450)	n/a	0	6,450
Takoma Foundation Grant	0	0	0	n/a	91,947	(91,947)
Total--Miscellaneous	123,300	36,812	86,488	29.86%	109,742	(72,930)
Total Operating Revenues	16,509,092	3,946,614	12,548,501	23.91%	4,057,765	(111,151)
Sale of City-Owned Real Estate	226,500	0	0	0.00%	0	0
Total Revenues	16,735,592	3,946,614	12,548,501	23.58%	4,057,765	(111,151)

**GENERAL FUND EXPENDITURES
FOR THE THREE MONTHS ENDED
SEPTEMBER 30, 2006**

DEPARTMENT:	Budgeted FY 2007	Expenditures To Date	Available Balance	% Unexpended	Prior Year Actual To Date	Change from Prior Year
<u>General Government</u>						
Legislative	72,475	19,161	53,314	73.56%	14,770	4,391
General Management	852,789	177,441	675,348	79.19%	173,024	4,417
Finance	381,529	115,472	266,057	69.73%	101,961	13,511
Legal	172,150	16,983	155,167	90.13%	29,712	(12,729)
Information Systems	252,858	73,279	179,579	71.02%	69,518	3,761
Human Resources	136,081	22,697	113,384	83.32%	23,018	(321)
City Clerk	177,490	26,052	151,438	85.32%	17,914	8,138
Total--General Government	2,045,372	451,085	1,594,287	77.95%	429,917	21,168
<u>Public Safety</u>						
Office of the Chief	474,837	77,976	396,861	83.58%	92,001	(14,025)
Communications	386,390	62,228	324,162	83.90%	66,500	(4,272)
Operations	2,755,910	572,753	2,183,157	79.22%	673,758	(101,005)
Support Services	688,586	99,875	588,711	85.50%	98,459	1,416
Administrative Services	700,931	133,026	567,905	81.02%	119,043	13,983
Total--Public Safety	5,006,654	945,858	4,060,796	81.11%	1,049,761	(103,903)
<u>Public Works</u>						
Administration	264,905	60,906	203,999	77.01%	59,665	1,241
Building Maintenance	689,671	149,777	539,894	78.28%	110,805	38,972
Equipment Maintenance	483,660	116,806	366,854	75.85%	90,371	26,435
Right-of-Way	805,633	154,502	651,131	80.82%	129,839	24,663
Solid Waste Management	728,754	155,416	573,338	78.67%	161,417	(6,001)
Gardens	160,914	29,654	131,260	81.57%	35,324	(5,670)
Urban Forest	221,716	63,784	157,932	71.23%	36,091	27,693
City Engineer	152,506	31,828	120,678	79.13%	50,056	(18,228)
Total--Public Works	3,507,759	762,673	2,745,086	78.26%	673,568	89,105
<u>Recreation</u>						
Administration	504,408	81,323	423,085	83.88%	77,132	4,191
Outreach	0	0	0	n/a	44,688	(44,688)
TP Recreation Center	178,023	38,022	140,001	78.64%	39,581	(1,559)
Community Programs	85,116	18,345	66,771	78.45%	22,042	(3,697)
Athletic Fields/Facilities	58,000	1,435	56,565	97.53%	4,532	(3,097)
Camps	81,587	32,168	49,419	60.57%	26,620	5,548
Before/After School Programs	64,560	3,865	60,695	94.01%	7,007	(3,142)
Community Center	204,613	31,204	173,409	84.75%	0	31,204
Total--Recreation	1,176,307	206,362	969,945	82.46%	221,602	(15,240)
<u>Housing & Comm. Dev.</u>						
Administration	120,938	23,524	97,414	80.55%	21,246	2,278
Code Enforcement	365,208	79,220	285,988	78.31%	65,385	13,835
Landlord-Tenant	118,607	24,084	94,523	79.69%	25,850	(1,766)
COLTA	114,227	16,019	98,208	85.98%	17,832	(1,813)
Community Development	497,080	53,802	443,278	89.18%	55,162	(1,360)
Affordable Housing	133,440	20,009	113,431	85.01%	15,695	4,314
Total--Housing & Comm. Dev.	1,349,500	216,658	1,132,842	83.95%	201,170	15,488
Media	360,484	71,690	288,794	80.11%	80,857	(9,167)
<u>Library</u>						
Library	799,753	156,521	643,232	80.43%	164,724	(8,203)
Computer Learning Center	80,301	11,714	68,587	85.41%	0	11,714
Total--Library	880,054	168,235	711,819	80.88%	164,724	3,511
Debt Service	871,313	250,003	621,310	71.31%	250,297	(294)
Non-Departmental	1,263,977	146,197	1,117,780	88.43%	96,167	50,030
Capital Outlay	1,265,674	69,021	1,196,653	94.55%	620,470	(551,449)
Total	17,727,094	3,287,782	14,439,312	81.45%	3,788,533	(500,751)

COUNCIL PRIORITY: AFFORDABLE HOUSING
UPDATE ON ACTIVITIES - JANUARY 2006 THROUGH OCTOBER 13, 2006

Tenant Capacity Building Initiative

- Assisted in the organization of tenant associations at the following rental facilities:
 - 719-21 Erie Avenue
 - 701-703 Ethan Allen Avenue
 - 8508-10 Flower Avenue
 - 8624-26 Flower Avenue
 - 7600 Maple Avenue
 - 7333 and 7401 New Hampshire Avenue
 - 1001-03 University Boulevard East
- Facilitated the investigation of the feasibility of the purchase of the following rental facilities by either the tenant association representing the residents or a developer selected by the association to act on their behalf:
 - 719-21 Erie Avenue
 - 701-703 Ethan Allen Avenue
 - 8508-10 Flower Avenue
 - 8624-26 Flower Avenue
 - 641 Houston Avenue
 - 7333 and 7401 New Hampshire Avenue
 - 1001-03 University Boulevard East
- Developed regulations, application form and other legal documents required for the implementation of the Tenant Opportunity to Purchase Revolving Loan Fund. Marketed the program to registered tenants associations by direct mail and in the Takoma Park Newsletter. Additional materials were distributed through the auspices of the Tenant Capacity Building Initiative. Processed two applications for funding for the 719-721 Erie Avenue Tenants Association (\$1,600) and the Adams Court Tenant Association (\$6,000).

Condominium Conversions

- Developed easy to understand informational material, summarizing pertinent State, County, and City laws governing the conversion of rental housing properties to condominiums.
- Researched current state legislation governing condominium conversions and developed recommendations for Council consideration. Worked closely with tenants seeking legislative changes in the condominium laws. Formulated proposed revisions to State legislation.
- “Condo Conundrum: Balancing Affordable Housing in Takoma Park” published in the March

2006 edition of the Takoma Park Newsletter.

- Met with seniors and disabled tenants of Hampshire Towers (7401 New Hampshire Avenue) to clarify their rights under the State and County condominium conversion laws.

Housing Tax Credit Program

- Attended training offered by the State of Maryland.
- Encouraged the use of the Housing Tax Credit Program for both homeowners and renters through the distribution of flyers and announcements in the weekly S&I report and the Takoma Park Newsletter, and on the City's website.
- Sent approximately 20 applications to residents who were interested in applying for the homeowner or renter's tax credit programs.

City Website

- Revised the housing sections of the website, reformatting, expanding and updating information on the City's landlord tenant, rent stabilization and affordable housing activities. Currently finalizing proposed changes.

Landlord Certification Program

- Pro-actively marketed the program to local real estate brokers and agents and to prospective landlords unfamiliar with local rental housing laws.

Vacant Abandoned and Neglected Property Initiative

- Researched programming offered in other communities to address problems associated with vacant and abandoned or neglected property.
- Completed survey form used to inventory the condition of residential, commercial and institutional properties throughout the community. Inventoried condition of approximately 1,200 properties. Database developed to track results of inventory. Inventory, conducted with the assistance of two interns, is on hold until such time as additional staff support is available.
- Applied for a grant through the CDBG program to obtain funds for homeowners whose properties have been noted as having exterior property maintenance code violations. The program, which was granted \$50,000, will be initiated in 2008 and will be available to seniors, disabled persons, and families with limited incomes.

Rent Stabilization

- Researched the laws and regulations governing rent control/rent stabilization ordinances in the United States and Canada. Prepared presentation materials for consideration and discussion by Councilmembers at 15 City Council Meetings and one public hearing over a seven-month period.
- Facilitated the adoption of Ordinance 2006-31 by the Council which exempts rental facilities subject to a regulatory agreement with a government agency that controls the rent levels of units rented to low and moderate income tenants and rental units leased to tenants assisted under the federal Tenant based Assistance Program such as the Housing Choice Voucher Program from the Takoma Park Rent Stabilization Program. Notified local housing providers and landlords of the new ordinance.
- Coordinated, in partnership with the City Attorney, a contract for services for the recodification of the ordinance. Contract approved by the Council on October 3.
- Conducted survey of local landlords regarding the provision of utility services, including air conditioning, and associated fees. Expanded annual rent report to include additional information on nature and cost of utilities provided at rent stabilized rental facilities.

Land Trust

- Initiated discussion with MHP regarding feasibility of establishing a local land trust.
- Attended a training that MHP sponsored on Land Trusts.
- Cosponsored, with the Council of Governments, the May 23 Affordable Housing Forum. Several panelists, noted for their expertise in the development and administration of land trusts, were included on the agenda.

COUNCIL PRIORITY - COMMUNITY CENTER
UPDATE ON ACTIVITIES - JANUARY 2006 THROUGH OCTOBER 13, 2006

Resolve Outstanding Issues Related to Phase One Construction

- A mediation session took place in May relative to certain Proposed Change Orders (PCOs) involving the mechanical subcontractor (PowerMax) and James F. Knott Construction. Subsequent negotiations resulted in a tentative resolution of these items; execution of a formal agreement is pending.
- Staff continued its efforts to resolve outstanding punch list and other items of concern. Detailed documentation of these efforts is being maintained.

Complete Phase Two Construction

- Phase Two was completed in mid-June. The Recreation Department organized and hosted a successful event to celebrate its completion. Over 200 people enjoyed the many events offered during the two-day event.

Recreational Programming/Community Center Use

- With the opening of both phases of the Community Center, the Recreation Department's offerings include:
 - Art programs (collage, painting, portfolio development, pottery, drawing, and painting)
 - Toddler programs (Montessori, music, science, art, exercise, and language)
 - Before and after school enrichment programs
 - Belly dancing and other forms of dance (hip hop, jazz, and African)
 - Teen room activities (X-Box 360, play station, large screen television, and lounge)
 - Game room (200 members)
 - Senior activities (lectures, quilting, blood pressure screening, and computer classes)
 - Classes (knitting, chess, dungeons and dragons, table tennis, pool, video blogging, and digital storytelling)
- All rooms in the Computer Learning Center opened for use.

- The Recreation Department executed partnership agreements with the Jewish Council on Aging, La Leche League, Washington Adventist Hospital, and Takoma Attachment Parenting.

Gymnasium

- The utility location study was completed in February. The subsurface exploration and geotechnical engineering analysis related to the proposed gymnasium was completed in June.
- Lobbying the State Legislature for funding for the Community Center gymnasium was successful, resulting in an allocation of \$360,000 during the 2006 Session.
- ANCL Architects was awarded the contract to undertake a feasibility and cost estimate study for the proposed gymnasium on July 31. The firm has met with the Community Center Liaison Committee, staff, and officials with utility companies and County agencies. Their findings are to be shared with the community and Council in November.

COUNCIL PRIORITY - NEW HAMPSHIRE AVENUE CORRIDOR
UPDATE ON ACTIVITIES - JANUARY 2006 THROUGH OCTOBER 13, 2006

Lobbying and Outreach Activity

- A listing of appropriate lobbying efforts in support of the community were presented to the Council for consideration in September with Councilmembers agreeing to work on specific areas of interest. Mayor Porter and Councilmembers Austin-Lane, Barry and Clay assumed responsibility for those efforts impacting the corridor. On October 5, Councilmember Barry testified before the Montgomery County Planning Board, advocating for staffing and support for the Takoma/Langley Sector Plan and concept design work along the full length of New Hampshire Avenue.
- Staff met with the following elected and appointed officials representing a variety of agencies to discuss City initiatives regarding redevelopment, beautification, housing development, and businesses support along the corridor. Opportunities for partnerships were explored.

Councilmember Will Campos, Prince George's County Council
Mr. Michael Herman, Chef of Staff, Prince George's County Executive's Office
Ms. Elizabeth Davison, Director, MC Dept of Housing and Community Affairs
Mr. Royce Hanson, Chairman, Montgomery County Planning Commission

- City Councilmembers and representatives from Montgomery and Prince George's Counties were given a tour of the New Hampshire Avenue Corridor in May.

Business Watch Program

- The organizational aspects of a business watch program were researched and presented to the business and property owners in the corridor on February 7 and April 12. Efforts to formalize a program continue. Information on police activity in the area routinely reported by Police Department at Enterprise Zone meetings (See Business Association).

Business Association

- The City hosted six meetings with the businesses located within the Enterprise Zone. Meeting dates and general discussion topics follows. The focus of the meetings has been on technical and financial assistance available to businesses with updates on criminal activity in the area and development activities are routinely provided by Police Department and Planning staff respectively.

Feb 7 'Eyes on the Street' presentation by Sgt. Kurt Gilbert with information on starting a business watch program provided.

Mar 14 Discussion of interest in forming a business association and formation process.

- Apr 12 Presentation by Lorena Bailey of the Montgomery County Office of Consumer Protection on basic consumer protection laws, what steps to take when contracting outside services, and recognizing scams that target small businesses.
 - June 6 Susan Milukas of the Maryland Department of Housing and Community Development explained the Neighborhood Business Works program and Capital Access program, financing programs targeted towards small businesses.
 - July 19 Damon Penn of Maryland Small Business Development Association (SBDC) presented information on the variety of business support programs offered by the SBDC for established businesses and start-ups. Mary Kendall and Gretchen Hilburger introduced the CSAFE program.
 - Sept 12 Sheila Woodard, of Woodard & Associates, provided information on budgeting and bookkeeping for small businesses.
- Review of *City Code Chapter 8.12 Peddlers and Transient Merchants* initiated. Researched requirements of similar ordinances in the region and nation-wide. On October 12, staff attended an informational session, hosted by the District of Columbia's Department of Consumer and Regulatory Affairs, for vendors seeking licenses in DC. DC has recently changed their Vending License and will be implementing the changes in January 2007.
 - Staff attended a series of economic development workshops conducted by the Maryland Department of Housing and Community Development which included information on state programs for small business financing, business retention plans and area revitalization strategies which will further the redevelopment goals of the New Hampshire Avenue initiative.

Marketing

- “*Eat Takoma*” - a pocket sized directory of restaurants, carry-outs, and select grocery stores - was developed by staff to market the availability of international foods in the Takoma Park area. Roughly 3,000 copies of the guide were distributed at the University of Maryland, the Takoma Park Folk Festival and the Street Festival. Sponsors for a second printing are being solicited.

Redevelopment

- Identified potential redevelopment opportunities and specific site information. Material was distributed during the May tour and will form the basis of planned marketing materials.
- Researched variety of economic and demographic trends along and adjacent to the corridor. Information included with tour materials and to be incorporated into future marketing material.

- Staff met with representatives from several private development firms and a nonprofit organization to promote redevelopment opportunities along the corridor. Individual entrepreneurs interested in locating their business in the community were provided information on available space.
- Investigated feasibility of establishing community gardens along the corridor and the development of a second Farmer's Market in the Takoma Langley area. No recommendations have been developed at this time.

Public Art

- Advocacy efforts to include public art in the new transfer site at the corner of New Hampshire Avenue and University Boulevard continue.

Code Enforcement

- The Program Assistant position in the Code Enforcement Division, vacant for four months, was filled in June.
- Funding for a second inspector was approved by the Council and included in the FY07 budget. The position has been advertised in a variety of venues over the past three months with nine applicants interviewed. The position remains vacant as recruitment efforts continue. Until such time as the position is filled, the Public Nuisance Officer is assisting the Division on a part-time basis.

Planning Support

- The FY07 budget includes funding for a part-time internship to assist in the implementation of the initiatives included within the Council's Priorities for the corridor. The paid position has been advertised in a variety of venues since July. There has been limited response to the posting. Recruitment efforts continue.

Master Plan / Development Goals Discussions

- Article - "*VFW Landmark goes on the Market*"- published in the March 2006 edition of the Takoma Park Newsletter.
- Article - "*Building Community on New Hampshire Avenue*"- featured in the June 2006 edition of the Takoma Park Newsletter.

Facade and Site Improvement Program

- Application for Community Legacy funding prepared and submitted to the Maryland Department of Housing and Community Development. Grant funds totaling \$73,595 requested

to facilitate the implementation of planned projects along the corridor - the establishment a matching grant fund for a variety of facade, landscaping, and security related improvements, the purchase and installation of needed trash and recycling containers, pedestrian kiosks, and tertiary gateway signage, marketing, and the expansion of a planned internship. Grant funds to be matched by local business and property owners accessing monies for improvement projects and with funding included in the City's approved FY07 budget. Community Legacy Review Team provided tour of corridor. On October 12, the City was notified of a partial grant award in the amount of \$38,000.

- Prepared request for Community Development Block Grant funds in the amount of \$25,000. Funding for the project, recommended by the CDBG review committee, was forwarded to the Council for consideration. Endorsed by the Council on October 9, the request for funding was forwarded to Montgomery County for final review and approval.

Wayfinding and Gateway Signage System

- Funding in the amount of \$40,000 for fabrication and installation of approved gateway signage included in FY07 capital improvement budget. Locations for proposed tertiary gateway signs and pedestrian kiosks developed.

COUNCIL PRIORITY - DEVELOPMENT
UPDATE ON ACTIVITIES - JANUARY 2006 THROUGH OCTOBER 13, 2006

Master Plan / Development Goals

- Article, "The Master Plan: Establishing a Vision for Old Takoma" published in the August 2006 edition of the Takoma Park Newsletter.

Takoma Metro Site

- Hired Nelson\Nygaard Consulting Associates to perform specialized transportation research and analysis regarding plans for the Takoma Metro property in advance of the WMATA planning workshop held March 4.
- Staff attended the March 4 WMATA planning workshop and distributed copies of the Nelson\Nygaard memo with a City of Takoma Park cover letter.
- In May, retained Nelson\Nygaard to be available to prepare a more comprehensive technical report once final development plan for the Metro property was made public.
- When the October 11, 2006 Compact Hearing date was announced in August and the revised development plan issued, staff of the City Manager's Office, the City Attorney's Office, the Office of Communications and Nelson\Nygaard intensively studied the plans and prepared reports, a Newsletter article, and a press release. An appraiser was retained, and information and a video were posted on the web site. Work is continuing.

Washington Adventist Hospital

- Council established the Health Services Impact Committee in February, and subsequently interviewed and appointed members. First meeting of the Committee was in September.

Carroll Avenue Streetscape - Phase II

- Application for 2006 Community Legacy funding prepared and submitted to the Maryland Department of Housing and Community Development (MDHCD). Grant funds totaling \$250,000 requested to complete the construction of the second and final phase of planned streetscape improvements. Community Legacy Review Team provided tour of corridor. City notified on October 12 that the request had not been approved.
- Negotiated the restructuring of the City's 2004 Community Legacy award to facilitate the completion of planned streetscape improvements. Proposal has been endorsed by MDHCD staff and is awaiting approval of the Maryland Board of Public Works.

- Prepared and distributed a Request for Bids package for the construction of the commercial section of planned streetscape improvements along Carroll Avenue. Of the 12 firms expressing an interest in the project, four submitted bids. A contract was awarded on October 9, subject to final authorization by the State.

Planning Support

- A sum of \$100,000 was included in the FY07 budget to offset costs associated with the review of significant redevelopment projects such as traffic and parking analyses, environmental reviews, surveys, etc.

COUNCIL PRIORITY - TAX DUPLICATION
UPDATE ON ACTIVITIES - JANUARY 2006 THROUGH OCTOBER 13, 2006

Monitor County Budget Process

- Staff monitored tax duplication computations during County budget process, especially related to police rebate. Staff and Councilmembers attended Management and Fiscal Policy Committee's worksession on police rebate and pledged to work with the incoming Executive and the MFP Committee on establishing a new police rebate formula.

Outreach to Candidates

- Councilmembers and members of the community shared copies of the TASDI report with candidates for County Executive and urged fairer rebate payments.
- Efforts have been made by staff through a Councilmember to identify a person associated with the presumptive Executive-elect with whom staff could work on police rebate and other tax duplication issues.

Status of TASDI Recommendations

- On May 15, staff presented a detailed report to the Council on the status of the TASDI recommendations. With the exception of research regarding the parks and recreation recommendations, most work during the time period was political outreach, preparing for the incoming County Executive and other new officials.
- Regarding police services, several discussions with County staff regarding possible transfer of CID and communications services took place. However, given the pending change in County leadership as well as the resignation of the City's police chief, the staff recommendation was to continue providing these services for the next two years while continuing to research transfer options.
- The future focus of library services was discussed during the City's budget preparations. The Council chose to continue providing general, rather than specialized, library services.
- With the assistance of a talented Maryland Municipal League graduate intern, substantial research on park maintenance costs was accomplished. This information will be useful as the municipalities begin to renegotiate the Municipal Tax Duplication Memorandum of Understanding with Montgomery County in the coming year.